



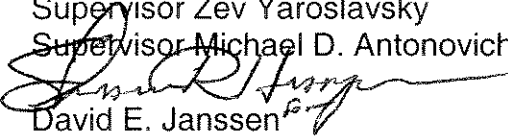
County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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February 13, 2004

DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
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To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich  
  
From: David E. Janssen  
Chief Administrative Officer

**DEPARTMENT OF HEALTH SERVICES RECOMMENDATIONS – (ITEM NUMBERS 23, 24, 25, 27, 29 AND 30, AGENDA OF FEBRUARY 17, 2004)**

The Department of Health Services (DHS) has filed six items recommending action by your Board on the February 17, 2004 agenda. These items include amendments to existing service agreements for dietary services, HIV/AIDS services, overflow medical records coding and abstracting services, housekeeping services and cafeteria services; an agreement for computer maintenance and technical support services; and agreements for HIV/AIDS services.

Current County policy and procedure require the timely submission of contracts for Board approval. However, the items mentioned above, do not meet the three-week filing requirement under the Board's policy.

As stated in the DHS letters, the Department did not schedule the items for placement on the Board's agenda three weeks prior to the effective dates, as required, due to critical staff shortages in contract administration and issues specific to various agreements, including protracted negotiations with contractors, delays in obtaining contractor approval on the terms and conditions of an amendment, delays in attempting to complete Requests for Proposals, and the need for additional time to provide technical assistance to contractors in the preparation of the budgets and supporting documentation for specific amendments.

If you have any questions or need additional information, please contact me, or your staff may contact Dennis Conte of my office at (213) 893-9741.

DEJ:DIL  
SAS:DC:alc  
I:W:DHS2-17AgendaIssues

c: Executive Officer, Board of Supervisors  
County Counsel  
Director of Health Services